

RAVENSWOOD SCHOOL



MINUTES OF THE FULL GOVERNORS MEETING 4.45pm – Wednesday 10th February 2016

Ref	Agenda Item	Action by
1	<p>ATTENDANCE</p> <p>Philippa Clark (PC) (Headteacher) Mike Evans (Chair) Pam Pollard (PP) Neil Brooksbank (NB) Sally Crook (SC) Stuart Iles (SI) Jill Iles (JI)</p> <p>Also present: Keith Kyle (KK) (Observer) Heather Pickstock (HP) (Observer)</p> <p>School Officers Mark Senior (MS)</p> <p>Jamie Ferris (Minutes)</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies received and accepted from Katie Barnes (KB) Graham Shrubsole (GS) Andy Thatcher (AT) Cate Hill (CH)</p>	
3	<p>WELCOME TO POTENTIAL NEW GOVERNORS</p> <p>Keith Kyle (KK) Heather Pickstock (HP)</p>	
4	<p>DECLARATION OF PERSONAL INTERESTS IN ANY AGENDA ITEM</p> <p>None declared</p>	
5	<p>A.O.B.</p> <p>ME Price of school meals</p>	
6	<p>MINUTES OF MEETING -16/12/15:</p> <p>ME to change two minor points</p>	
7	<p>MATTERS ARISING FROM MEETING 16/12/15</p> <p>PC to chase report from annual visit by EWO – on-going KB to report when data collection for participation at lunchtime clubs is complete – achieved PC to report back on NS response to Safeguarding Audit report –achieved PC to apply for Pupil Premium Award 2016 – awaiting window ME will ask NS if trade unions were consulted about Whistle blowing Policy – achieved ME to contact Richard Stacey around external works at VLC - achieved</p>	

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8	<p>PROGRESS AGAINST SCHOOL IMPROVEMENT PLAN</p> <p>Priority 1 – EHC Plans PC has been asked to join the Local Authority working Party to quality assure EHC Plans. We have had feedback from professional colleagues and they are impressed by our EHC work at Ravenswood. No meeting has been arranged as yet.</p> <p>Priority 1 – Health and Safety A lot of work on health and safety has been done. We are also re-aligning the school website.</p> <p>Priority 1 – Middle Leadership We are working with Heads of Departments to ensure that they achieve high standards in their Departments and meet the school’s high expectations.</p> <p>Priority 3 - Behaviour Lots of work has been done around this, and has been reported at Pupil Committee. Our objective is to achieve impeccable behaviour for 70% of our pupils, an increase of 10% on the previous year.</p>	
9	<p>THE PREVENT DUTY</p> <p>The Employers’ overview document was circulated to all Governors and this forms part of the school’s safeguarding report. The single point of contact is the Headteacher, Philippa Clark (Designated Safeguarding Lead) and Julie Davis (Family Support Advisor) is the Deputy Designated Safeguarding Lead.</p> <p>All staff have had the Home Office training package led by the Headteacher</p> <p>There is an e-module for Governors available on Educare – already completed by ME</p>	
10	<p>REPORT FROM SCHOOL IMPROVEMENT PARTNER</p> <p>Mary Saunders came on the 25th January to support Heads of Departments and to coach and monitor staff.</p> <p>SC confirmed that the visit and support provided to Heads of Department was very helpful.</p> <p>These were the main feedback points from the meeting.</p> <p>Primary:</p> <ul style="list-style-type: none"> • It was agreed that work to ensure all staff and pupils were clear about what the expected learning was in each lesson was the highest priority for the Department 	

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	<p>KS3:</p> <ul style="list-style-type: none"> Discussion took place about how the HoD might organise her time effectively by prioritising what needed to be monitored and which week she would focus on this for the rest of the year to ensure all required aspects were covered over time. Organising this important work is key to ensuring that it is not overtaken by day to day demands. <p>KS4:</p> <ul style="list-style-type: none"> It was suggested that the HoD should use the complete checklist to create and focus on particular priorities at particular times. The school suggestion is that the Department should use a three week cycle for this so that most aspects needed to ensure good/outstanding teaching can be covered over the year. <p>Post 16:</p> <ul style="list-style-type: none"> The HoD was encouraged to begin using the whole school checklist to decide and address her own Department priorities in improving teaching. The HT was pleased to note that the HoD had been the first teacher to lead the new Master Class system. Her session on questioning skills had been very well received by 10 + staff who attended on a voluntary basis <p>All HoDs were encouraged to identify priorities within their own Departments. HoDs have further work to complete to evidence the impact of the work they are doing in the leadership role.</p>	
11	<p>REPORT FROM BUSINESS COMMITTEE 20/1/16</p> <p>Journals and Virements – Summary January 2016 – document prepared by PR and circulated</p> <p>There was no Journal paperwork to sign, as amounts were all below £5,000 and have been signed off by the Headteacher.</p> <p><u>Virements</u> - None</p>	
12	<p>REPORT FROM PUPIL COMMITTEE 27/1/16</p> <p>PC We are sending a leaflet home this week concerning Internet Safety.</p> <p>No other questions.</p>	
13	<p>MONITORING OF SAFEGUARDING</p> <p>PP Julie Davis (JD) and PC have done a lot of work on the ‘keeping children safe in education’ document. The meeting with JD today (10th February) was very positive – this document will be produced three times a year.</p> <p>PP Andrew Hall did an Audit on the school Safeguarding review. North</p>	

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	<p>Somerset is holding us up and as we are not getting any information from them concerning the Audit.</p> <p>ME This is a very comprehensive report and noted the Pupil Participation in safeguarding work and the action plan.</p> <p>It was also noted that it would be “even better if” the automated doors were repaired and the pedestrian gate is kept secure.</p> <p>MONITORING OF MOST VULNERABLE PUPILS (CLA)</p> <p>It was noted that the majority of CLA are progressing towards their expected challenging targets, that attendance was generally good (only two with 90% or less) and that Pupil Premium was being used in many different ways with this group.</p> <p>It was also noted that for one young person, there had been 6 different homes in the academic year.</p> <p>It was also noted that it “would be better if” all CLA made at least expected targets.</p>	
14	<p>REPORT FROM S.W.L.C. – 3/2/16 Verbal</p> <p>PC The main points from the meeting last week were:</p> <ul style="list-style-type: none"> • Educational Health Plans • Decrease in paediatric services <p>There is an escalating expectation that the school is being asked to do the work of other professionals, eg the administration of eye-drops.</p> <p>Pupils have been doing dodgeball activities to raise money for the British Heart Foundation. We are collaborating with the other special schools for a joint event on 14th March which links to Sport Relief 2016</p>	
15	<p>POLICIES FOR APPROVAL BY FGB</p> <p>Use of social media</p> <p>PP proposed, NB seconded</p> <p>Policy approved unanimously by Governors</p>	

16 CONCERNS RAISED BY STAFF

A confidential document was circulated to all Governors. CH had wished to Chair this item but unfortunately was prevented from doing so by illness. In her absence ME talked through the document provided to Governors, which was a summary of actions taken by the CoG and by Senior Leaders.

Concerns mentioned in letter to C.O.G. by classroom staff at Ravenswood
There was a open meeting with staff on the 15/1/16 with the aims of the meeting being:

- To listen and understand
- To help support staff to understand school's position
- To hear from staff how we can move forward together

Jl arrived at meeting at 18.15

Discussion of the Content

Governors made these observations:

That sometimes Health and Safety concerns are raised when that is perhaps not the real underlying issue.

That the letter included some comments that could be seen as a personal attack on the school's Senior Leaders.

Question: What triggered this letter? I'm worried about the morale of the staff within the school.

There seems to be a small core of people that have brought a wave of people swept along to sign this letter.

There were 28 signatures on the letter: then 14 members of staff attended the open meeting: 8 members of staff spoke to the CoG in the "surgery" sessions; only 1 member of staff still had concerns.

The Health and Safety Governor through ME said that he felt that people were signing the letter to support their colleagues.

Maybe this will trickle down to other staff feeling able to express their views.

There are things on the action plan that have already been started, and some are being followed up.

In conversation with the CoG, one of the reasons for signing the letter was the **incorrect** number of staff accidents (117 and not 1155) but this was still higher than the school would like. Governors welcomed the fact that staff felt that they could report accidents.

As a group Senior Leaders are saddened that people were unable to address their concerns with our open door policy.

ME to organise a review meeting open to all staff in April

	<p>Discussion of the Process</p> <p>The CoG decided to remove all signatures on the letter before sharing it with the school's Senior Leaders. The CoG was extremely happy with the professional response by the Senior Leaders to the content of the letter.</p> <p>North Somerset is to review the H&S Policy on Hep B vaccination. This may be payable by NS. We should wait for NS guidance on this</p> <p>The timing of CHP meetings - CHPs are at 8.15 in the morning - maybe we should explore other options? This was discussed at the next Health and Safety Committee Meeting</p> <p>ME With regard to damage to personal properties, all Unions cover for personal property. I listed all Unions and sent a letter to all staff.</p> <p>Only twice in 14 years have spectacles been broken.</p> <p>The CoG on three separate occasions asked for specific examples of concerns (for example when Staff had not been given time to recover following an incident) but was not given any.</p> <p>The Governors thanked the Senior Leaders for their action plan.</p> <p>Discussion of Outcomes</p> <p>Senior Leaders have continued to have staff come to them with concerns to action.</p> <p>We as a body should support the CoG, and that we as Governors also hope that staff feel they can speak to us, not bypass the routes that they should take.</p> <p>Governors supported the proposal that a further review meeting be arranged perhaps in a couple of months.</p> <p>The Governors expressed thanks to the CoG and the Senior Leaders for the swift and professional handling of a very difficult situation.</p>	<p>PC/ME to monitor NS decision</p> <p>View of H&S to Business Committee on 9/3/16</p> <p>ME to write to staff with advice</p> <p>ME to write to all Staff with summary of actions taken</p>
17	<p>A.O.B.</p> <p>ME There has been an increase of school meals rising to £2.10 from £2.05.</p> <p>Question: Shall we as a school still subsidise it by 5p? ME proposed that the school maintains the 5p subsidy. PP seconded the motion. Passed unanimously by the Governors.</p> <p>PC Asda (Clevedon) have chosen us as one of their Community Charities so please shop in Asda and put the tokens in.</p> <p>ME Should KK and HP be interested in joining the Governing Body, would you accept them as Governors?</p> <p>Unanimously voted in by the Governors.</p>	

	DATE OF THE NEXT MEETING 4.45 pm Wednesday 30 th March 2016	
	MEETING CLOSED AT 7.15 pm	

SIGNED..... **DATED**